

**COMPLIANCE CHECKLIST****► Pediatric/Adolescent Unit**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each nursing unit.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

**Instructions:**

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_\_) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

.....

Facility Address:

.....

Dates:

Initial Date: .....

Revision Date: .....

DoN Identification: (if applicable)

.....

**Bed Complement:**

Current Number of Beds = .....

Proposed Number of Beds = .....

Project Reference:

.....

.....

**Building/Floor Location:**

.....

.....

**ARCHITECTURAL REQUIREMENTS**

☐ Discrete pediatric unit **or** ☐ Pediatric sub-unit associated with adult med/surg unit

**DISCRETE PEDIATRIC UNIT**

☐ check if service not included in project  
☐ Designed to discourage through-traffic of adult patients

130.740(A)

(2) (d)

7.5.A

7.5.A1

**PATIENT ROOMS**

☐ 4 patients max. capacity per room

7.2.A1

▷ Extensive Construction  
 ▷ New/Relocated Service

☐ 2 patients max. capacity per room

▷ Limited Renovations

☐ 2 patients max. capacity per room

(if existing 2-patient rms)

☐ 4 patients max. capacity per room

(if existing 4-patient rms)

Min. clear functional area

☐ 100 sf single-bed

☐ check if no single-bed room in project

☐ 3'-0" clear bed sides

☐ 3'-0" clear at foot of bed

☐ 100 sf/bed multibed

☐ check if no multibed room in project

☐ 3'-0" clear bed sides

☐ 4'-0" clear at foot of bed

7.2.A2

Min. clear functional area

☐ 120 sf single-bed

☐ check if no single-bed room in project

☐ 3'-0" clear bed sides

☐ 3'-0" clear at foot of bed

☐ 100 sf/bed multibed

☐ check if no multibed room in project

☐ 3'-0" clear bed sides

☐ 4'-0" clear at foot of bed

7.5.A3

7.2.A6

7.2.A7

7.2.A5

☐ Window in each patient room

☐ Closet/wardrobe for each patient

☐ Privacy cubicle curtains

☐ Toilet room

☐ accessible without entering the general corridor

☐ serves no more than 2 rooms & 4 beds

A7.5.A

☐ Family support spaces

☐ family sleep spaces

☐ toilets

☐ showers

7.5.B

**EXAM/TREATMENT ROOM**

☐ Minimum area 120 sf

☐ Storage

☐ Writing surface

**MECHANICAL/PLUMBING/ELECTRICAL REQUIREMENTS**

☐ Handwashing station  
☐ located outside patient cubicles

☐ 1 OX, 1 VAC, 1 MA for each bed

☐ Vent. min. 6 air ch./hr

Lighting:

☐ reading light for each bed

☐ switch usable by patient

☐ general lighting

☐ night light

Power:

☐ duplex receptacle on each side of each bed

☐ additional duplex receptacle for each motorized bed

☐ 1 duplex receptacle on emergency power

Nurses call system:

☐ nurses call device for each bed

☐ one 2-way voice communication station per room

☐ light signal in the corridor at room door

☐ Handwashing station

☐ Vent. min. 10 air ch./hr (exhaust)

☐ Bedpan flushing device

☐ Emerg. pull-cord call station

☐ Handwashing station

☐ Vent. min. 6 air ch./hr

☐ Min. 2 elect. duplex receptacles

☐ Staff call station

**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**7.5.C ☐ SERVICE AREAS

- 7.5.C1 ☐ Activity room(s):  
☐ Multipurpose room **or** ☐ Individual rooms for dining, education & recreation  
☐ for dining, education & recreation  
☐ recreation
- 7.5.C3 ☐ Central patient toilet room(s)  
☐ open into the corridor  
☐ convenient to activity room(s)  
☐ convenient to central bathing
- 7.5.C4 ☐ Storage for activities
- 7.5.C5 ☐ General storage for beds, cribs & parent bedding
- 7.2.B1 ☐ Administrative center or nurse station  
☐ located for observation of traffic into nursing unit
- 7.2.B2 ☐ Dictation area
- 7.2.B3 ☐ Nurse's office
- 7.2.B5 ☐ Charting facilities  
☐ access to information/communication systems
- 7.2.B6 ☐ Staff toilet room(s)
- 7.2.B7 ☐ Staff lounge  
☐ min. 100 sf
- 7.2.B8 ☐ Secure storage for staff personal items
- 7.2.B9 ☐ Multipurpose room  
☐ located in **or** ☐ shared with other nursing unit departments
- 7.2.B20 ☐ Patient/public toilet room conveniently accessible from multipurpose room
- 7.2.B11 ☐ Clean workroom: **or** ☐ Clean supply room (for holding of clean & sterile materials from central supplies area):  
☐ counter ☐ storage facilities  
☐ handwashing station ☐ storage facilities  
☐ storage facilities
- 7.2.B12 ☐ Soiled workroom:  
☐ work counter  
☐ space for holding soiled linen & solid waste
- 7.2.B13 ☐ Medication station:  
☐ visual control from nurses station
- ☐ Medicine prep. room: **or** ☐ Self-contained medicine unit:  
☐ work counter ☐ security for controlled drugs  
☐ handwashing station ☐ adequate lighting  
☐ refrigerator ☐ handwashing station conveniently accessible  
☐ locked storage

- ☐ Staff call station
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station
- ☐ Handwashing station  
☐ Nurses call enumerator panel
- ☐ Duty station visible call signal
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station  
☐ Vent. min. 4 air ch./hr  
☐ Duty station visible call signal
- ☐ Clinical flushing-rim sink  
☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Duty station visible call signal
- ☐ Vent. min. 4 air ch./hr  
☐ Emergency power/lighting  
☐ Duty station visible call signal

**ARCHITECTURAL REQUIREMENTS**

- 7.2.B14 ☐ Clean linen storage
- 7.2.B15 ☐ Nourishment area:  
☐ work counter  
☐ storage cabinets  
☐ refrigerator  
☐ equipment for hot nourishment  
☐ space for holding dietary trays
- 7.2.B16 ☐ Ice machine
- 7.2.B17 ☐ Equipment storage room  
☐ New/Extensive Construction ☐ Limited Renovations  
☐ min. 10 sf/bed ☐ room size unchanged or increased
- 7.2.B18 ☐ Stretcher/wheelchair storage  
☐ out of the path of normal traffic
- 7.2.B21 ☐ Emergency equipment storage
- 7.2.B22 ☐ Housekeeping room on the nursing floor  
☐ (may be outside the nursing unit)
- 7.2.B19 ☐ PATIENT BATHING FACILITIES  
☐ Showers & bathtubs:  
☐ 1:12 bed ratio  
☐ Bathing facilities for patients on stretchers (may be on another floor):  
☐ 1:100 bed ratio
- 7.5.C6 ☐ AIRBORNE INFECTION ISOLATION ROOM(S)  
 (also complete 7.5.A "PATIENT ROOMS")
- 7.2.C1 ☐ At least one per nursing unit  
☐ Single bed room  
☐ Extensive Construction ☐ Limited Renovations  
☐ New/Relocated Service  
☐ Min. 120 sf (excluding work area) ☐ Min. 100 sf (excluding work area)  
☐ 3'-0" clear bed sides  
☐ 3'-0" clear at foot of bed
- 7.2.C2 ☐ Entry through work area:  
☐ alcove directly inside the room **or** ☐ alcove directly outside the room  
☐ handwashing station ☐ handwashing station  
☐ clean storage ☐ clean storage  
☐ soiled holding ☐ soiled holding
- 7.2.C3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.C4 ☐ Door self-closing
- 7.2.C5 ☐ Bathroom with direct access from isolation room  
☐ (not through work area)  
☐ toilet  
☐ shower or tub

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Vent. min. 2 air ch./hr  
☐ Duty station visible call signal
- ☐ Handwashing station  
 conveniently accessible  
☐ Vent. min. 4 air ch./hr  
☐ Duty station visible call signal
- ☐ Duty station visible call signal  
☐ Vent. min. 4 air ch./hr
- ☐ Service sink  
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station
- ☐ Handwashing station  
 Mech. ventilation (Table 7.2):  
 Isolation room  
☐ vent. positive to toilet  
☐ vent. negative to work area  
☐ min. 12 air ch./hr  
☐ all air exhausted directly to outdoors  
☐ visual monitoring of room pressure & airflow direction  
 Isolation work area  
 (open or enclosed)  
☐ vent. negative to corridor  
☐ vent. positive to isol. room  
☐ min. 10 air ch./hr  
☐ all air exhausted directly to outdoors
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Bedpan flushing device  
☐ Emerg. pull-cord call station

**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

130.740

(A)(2)

**PEDIATRIC SUB-UNIT**

- ☐ check if service not included in project
- \_\_\_ Pediatric patient areas are contiguous
- \_\_\_ Designed to discourage through-traffic of adult patients
- \_\_\_ No adult bedrooms open into sub-unit corridor

7.5.A

**PATIENT ROOMS**

7.5.A1

\_\_\_ 4 patients max. capacity per room

▷ Extensive Construction

▷ New/Relocated Service

▷ Limited Renovations

7.2.A2

Min. clear functional area

\_\_\_ 120 sf single-bed

☐ check if no single-bed room in project

\_\_\_ 3'-0" clear bed sides

\_\_\_ 3'-0" clear at foot of bed

\_\_\_ 100 sf/bed multibed

☐ check if no multibed room in project

\_\_\_ 3'-0" clear bed sides

\_\_\_ 4'-0" clear at foot of bed

Min. clear functional area

\_\_\_ 100 sf single-bed

☐ check if no single-bed room in project

\_\_\_ 80 sf/bed multibed

☐ check if no multibed room in project

\_\_\_ 3'-8" clear at foot of bed

\_\_\_ Handwashing station

\_\_\_ located outside patient cubicles

\_\_\_ 1 OX &amp; 1 VAC for each bed

\_\_\_ Vent. min. 6 air ch./hr

\_\_\_ Lighting:

\_\_\_ reading light for each bed

\_\_\_ switch usable by patient

\_\_\_ general lighting

\_\_\_ night light

\_\_\_ Power:

\_\_\_ duplex receptacle on each side of each bed

\_\_\_ additional duplex receptacle for each motorized bed

\_\_\_ 1 duplex receptacle on emergency power

\_\_\_ Nurses call system:

\_\_\_ nurses call device for each bed

\_\_\_ one 2-way voice communication station per room

\_\_\_ light signal in the corridor at room door

\_\_\_ Handwashing station

\_\_\_ Vent. min. 10 air ch./hr (exhaust)

\_\_\_ Bedpan flushing device

\_\_\_ Emerg. pull-cord call station

7.2.A3

\_\_\_ Window in each patient room

7.2.A6

\_\_\_ Closet/wardrobe for each patient

7.2.A7

\_\_\_ Privacy cubicle curtains

7.2.A5

\_\_\_ Toilet room

\_\_\_ accessible without entering the general corridor

\_\_\_ serves no more than 2 rooms &amp; 4 beds

130.740

(A)(2)(b)

**NURSES SUB-STATION**

\_\_\_ Located for visual observation of pediatric bedrooms

\_\_\_ Nurses call enumerator panel

7.5.E

**EXAM/TREATMENT ROOM**☐ check if service not included in project(only if all bedrooms are private)\_\_\_ included in sub-unit **or** \_\_\_ shared with adult unit

\_\_\_ minimum area 120 sf

\_\_\_ storage

\_\_\_ writing surface

\_\_\_ Handwashing station

\_\_\_ Vent. min. 6 air ch./hr

\_\_\_ Min. 2 elect. duplex receptacles

\_\_\_ Staff call station

7.5.C1

**ACTIVITY ROOM(S)**\_\_\_ Multipurpose room **or** \_\_\_ Individual rooms for dining, education & recreation

\_\_\_ Staff call station

7.5.C4

\_\_\_ Storage for activities

**ARCHITECTURAL REQUIREMENTS**

- 7.5.C3 ☐ CENTRAL PATIENT TOILET ROOM  
☐ open into the corridor  
☐ convenient to activity room(s)  
☐ convenient to central bathing
- 7.5.C5 ☐ GENERAL STORAGE  
for beds, cribs & parent bedding  
Policy ☐ conveniently accessible to sub-unit
- 7.2.B19 ☐ PATIENT BATHING FACILITIES  
☐ Showers & bathtubs:  
☐ 1:12 bed ratio
- 7.5.C6 ☐ AIRBORNE INFECTION ISOLATION ROOM(S)  
(also complete 7.5.A "PATIENT ROOMS")
- 7.2.C1 ☐ At least one per nursing unit  
☐ Single bed room  
☐ Extensive Construction ☐ Limited Renovations  
☐ New/Relocated Service  
☐ Min. 120 sf (excluding work area) ☐ Min. 100 sf (excluding work area)  
☐ 3'-0" clear bed sides  
☐ 3'-0" clear at foot of bed
- 7.2.C2 ☐ Entry through work area:  
☐ alcove directly **or** ☐ alcove directly  
inside the room outside the room  
☐ handwashing station ☐ handwashing station  
☐ clean storage ☐ clean storage  
☐ soiled holding ☐ soiled holding
- 7.2.C3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.C4 ☐ Door self-closing
- 7.2.C5 ☐ Bathroom with direct access from isolation room  
(not through work area)  
☐ toilet  
☐ shower or tub

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station
- ☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station
- ☐ Handwashing station  
Mech. ventilation (Table 7.2):  
Isolation room  
☐ vent. positive to toilet  
☐ vent. negative to work area  
☐ min. 12 air ch./hr  
☐ all air exhausted directly to outdoors  
☐ visual monitoring of room pressure & airflow direction  
Isolation work area  
(open or enclosed)  
☐ vent. negative to corridor  
☐ vent. positive to isol. room  
☐ min. 10 air ch./hr  
☐ all air exhausted directly to outdoors
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Bedpan flushing device  
☐ Emerg. pull-cord call station

GENERAL STANDARDSDetails and Finishes

- Inpatient corridors
- |  |  |
|--|--|
| <input type="checkbox"/> New/Extensive Construction<br><input type="checkbox"/> min. corridor width 8'-0" (NFPA 101) | <input type="checkbox"/> Limited Renovations<br><input type="checkbox"/> corridor width unchanged or increased |
|--|--|
- Staff corridors
- ☐ min. corridor width 5'-0" (7.28.A2)
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ☐ Work alcoves include standing space that does not interfere with corridor width
- ☐ check if function not included in project
- Doors (7.28.A4-A8):
- ☐ doors to patient bedrooms min. 3'-8"w x 7'-0"h
- ☐ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide
- ☐ all doors are swing-type
- ☐ outswinging/double-acting doors for toilet rooms
- ☐ outsw./double-acting doors for bathing or privacy curtains off separate bathing suite
- ☐ doors to occupiable rms do not swing into corridors
- ☐ Operable windows (7.28.A9-A10):
- ☐ check if all windows are fixed
- ☐ window operation prohibits escape or suicide
- ☐ insect screens
- ☐ Glazing (7.28.A11):
- ☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ☐ safety glazing in recreation areas
- ☐ safety glazing (or curtains) in shower & bath enclosures
- ☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
- ☐ check if service not included in project
- ☐ Thresholds & exp. joints flush with floor surface
- ☐ Grab bars in all patient toilets & bathing facilities
- ☐ 1½" wall clearance
- ☐ 250 lb. capacity (7.28.A14)
- ☐ Handwashing sinks anchored to withstand 250 lbs.
- Vertical clearances (7.28.A20):
- ☐ ceiling height min. 7'-10", except:
- ☐ 7'-8" in corridors, toilet rooms, storage rooms
- ☐ sufficient for ceiling mounted equipment
- ☐ min. clearance under suspended pipes/tracks:
- ☐ 7'-0" AFF in bed/stretcher traffic areas
- ☐ 6'-8" AFF in other areas
- ☐ Noise reduction at patient rooms as per Table 7.1
- Floors (7.28.B4):
- ☐ floors easily cleanable & wear-resistant
- ☐ non-slip floors in wet areas
- ☐ wet cleaned flooring resists detergents
- Walls (7.28.B6):
- ☐ wall finishes are washable
- ☐ smooth/water-resist. finishes at plumbing fixtures

Mechanical (7.31.D)

- ☐ Mech. ventilation provided per Table 7.2
- ☐ Exhaust fans located at discharge end
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ☐ Contaminated exhaust outlets located above roof
- ☐ Ventilation openings at least 3" above floor
- ☐ Central HVAC system filters provided per Table 7.3

Plumbing (7.31.E)

- Handwashing station equipment
- ☐ handwashing sink
- ☐ hot & cold water
- ☐ single lever or wrist blades faucet
- ☐ soap dispenser
- ☐ hand drying facilities
- Sink controls (7.31.E1):
- ☐ wrist controls or other hands-free controls at all handwashing sinks
- ☐ blade handles max. 4½" long
- ☐ blade handles at clinical sinks min 6" long
- ☐ Non-slip walking surface at tubs & showers
- ☐ Medical gas outlets provided per 7.31.E5 & Table 7.5

Electrical (7.32)

- ☐ All occupied building areas shall have artificial lighting (7.32.D2)
- ☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ☐ Emergency power (7.32.H)
- ☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
- ☐ emergency power source provided with fuel capacity for continuous 24-hour operation